

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: May 11, 2007

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: NATIONAL COLLEGE - INDIANAPOLIS
NEW DEGREE – BACHELORS OF BUSINESS ADMINISTRATION**

Staff Recommendation

The commission staff recommends that National College – Indianapolis be granted the authority to award the Bachelors of Business Administration degree in the following programs with the stipulation that faculty Instructor Qualification Record forms and copies of transcripts be submitted to the commission staff for review prior to the programs start date:

**Accounting
Management**

Background Information

National College - Indianapolis is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

Both of these bachelor's degree programs consist of 180 quarter-credit hours of training; over 60% of the courses are in the Specialty and the remaining courses are in general education; and the faculty credentials will be reviewed upon submission by the school.

Supportive Documentation

1. Degree Applications

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National College - Indianapolis
Name of Program Bachelor of Business Administration - Accounting
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BBA
Name of Person Preparing this Form Rebekah Custer
Telephone Number 540-444-4109 Application Type
Date the Form was Prepared 4/28/07 - Revised ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to train mid-level executives and professional accountants in both public and private practice. A graduate of this program will have strong skills in the technical subjects of accounting and taxation while also being proficient regarding issues in the field of business.

In addition to the principal course of study, students in this program will receive a background in computers, business organization and business law.

The Accounting major is designed for the individual interested in becoming a Certified Public Accountant (CPA) as well as for those who wish to apply their knowledge toward general financial and accounting management. Graduates are eligible to sit for the CPA exam.

In keeping with its mission, the College continues to research and develop new curricula that lead to successful careers in existing and developing career fields. For this reason, the Bachelor of Business Administration – Accounting program will take students beyond the “broad competency in a field of specialization” to a higher skill level in accounting, administration and management. The higher skill level is becoming expected by employers in the fields of business and industry. The program will enable students to meet success in positions of service and leadership in an expanding job market.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Business Administration - Accounting

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 165 weeks TUITION: \$36,360

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Principles of Accounting I	44
ACC102	Principles of Accounting II	44
ACC115	Computerized Accounting	55
ACC200	Principles of Accounting III	44
ACC201	Intermediate Accounting I	44
ACC203	Cost Accounting I	44
ACC216	Income Tax	44
ACC313	Managerial Accounting	44
ACC314	Auditing	44
ACC320	Intermediate Accounting II	44
ACC416	Advanced Taxation	44
ACC418	Municipal & Institutional Accounting	44
ACC420	Intermediate Accounting III	44
BUS121	Principles of Economics	44
BUS324	Financial Planning & Investments	44
BUS386	Money, Banking, & the Financial Market Place	44
BUS390	Research & Reporting	44
COM151	The Microsoft Office	55
COM205	Microsoft Access	55

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM210	Microsoft Word	55
COM254	Microsoft Excel	55
ENG225	Written Communications	44
MAT110	Business Math I	44
MAT210	Business Math II	44
<i>SELECT 4 – Minimum of 8 credit hours required from 300-400 level courses.</i>		
ACC317	Cost Accounting II	44
BUS101	Introduction to Business	44
BUS123	Practical Law	44
BUS125	Principles of Management	44
BUS217	Organizational Behavior	44
BUS223	Contract & Sales Law	44
BUS350	Managing the Small Business	44
BUS391	Production & Operations Management	44
BUS392	Purchasing & Materials Management	44
BUS490	Corporate Budgeting	44
BUS495	Strategic Management	44
COM255	Microsoft PowerPoint	44

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENG102	English Composition	44
MAT114	Algebra	44
<i>SELECT 12 - Minimum of 20 credit hours required from 300-400 level courses.</i>		
CRT150	Introduction to Critical Thinking	44

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENG126	Oral Communications	44
ENG220	Literature	44
ETH205	Ethics	44
GEO120	Geography	44
GOV340	American Government	44
HIS280	American History - 1900-1945	44
HIS290	American History - 1945-present	44
HIS490	American Economic History	44
LOG357	Logic & Critical Thinking	44
PER330	Personal Health	44
POL202	Political Science	44
PRO453	Parliamentary Procedures	44
PSY127	Psychology	44
PSY150	Human Relations	44
REL330	World Religion	44
SOC461	Introduction to Sociology	44
SPA101	Spanish I	44
SPA201	Spanish II	44
SPA301	Spanish III	44
	GENERAL COURSES	
	Elective	44
	Elective	44
	Elective	44

Number of Credit/Clock Hrs. in Specialty:	<u>112</u>	/	<u>180</u>	Percentage:	<u>62.2%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>12</u>	/	<u>180</u>	Percentage:	<u>6.7%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>56</u>	/	<u>180</u>	Percentage:	<u>31.1%</u>
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III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on the second floor of the campus. Its hours of operation are:

Monday - Thursday: 8:00am-10:00pm

Friday: 8:00am-5:00pm

The College employs a full-time librarian. Trained library assistants help students when the librarian is not available.

2. Number of volumes of professional material:

The College library has 776 total volumes. The College has a Virtual Library with 15 databases that our students can log onto 24/7 from any internet connect computer.

Below are the 15 databases that the faculty, staff and students have available with the virtual library:

- Academic Search Elite: Cumulative full-text coverage for more than 2,050 journals dating as far back as January 1985. 1500 of the available journals are peer-reviewed titles. 100 journals have PDF images back to 1985. Database is updated daily.
- Business Source Premier: Cumulative full-text coverage for nearly 8,350 business periodicals, including full-text for more than 1,100 scholarly business publications. This is the world's largest full-text business database. BSP provides full-text (PDF) for more than 350 of the top scholarly journals dating as far back as 1922. Database is updated daily.
- Regional Business News: Comprehensive full-text coverage of seventy-five (75) business journals, newspapers, and newswires from all metropolitan and rural areas within the United States. Database is updated daily.
- Computer Source: CS provides the latest information and current trends in high technology as found in the full-text for more than 300 publications. Indexing and abstracts for another 450 publications are also to be found.
- CINAHL: The authoritative resource for nursing and allied health professionals, students, educators and researchers. Provides indexing for 1,835 from the fields of

nursing and allied health. Database contains more than 1,000,000 records dating back to 1982. Searchable cited references for more than 930 journals are also included. Full-text material includes nearly seventy (70) journals plus legal cases, clinical innovations, critical paths, drug records, research instruments and clinical trials. Includes internal subject thesaurus (i.e., CINAHL headings).

- Pre-CINAHL: Companion database to CINAHL. Intended to provide current awareness of new journal articles. Includes rotating file of limited bibliographic information (e.g., no subject searching). Information is available to searchers only until these articles are assigned additional indexing and added to CINAHL database.
- MEDLINE with MeSH: Allows users to search abstracts from over 4,800 current biomedical journals. MEDLINE provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences and much more. Database was created by the National Library of Medicine and utilizes MeSH (i.e., Medical Subject Headings, as assigned by NLM). Also has index search capability.
- Health Source: Nursing/Academic Edition: Provides full-text access to more than 550 scholarly journals focusing on medical disciplines. Also features abstracts and indexing for nearly 850 journals. Provides an electronic medical dictionary. Database is updated daily.
- Clinical Pharmacology: CP provides access to up-to-date, concise, and clinically-relevant drug monographs for all U.S. prescription drugs, as well as, hard-to-find herbal and nutritional supplements, over-the-counter products and new and investigational drugs. Provides an electronic drug index resource.
- Columbia Encyclopedia: Contains more than 51,000 entries, addressing current hot topics. Provides updated geographical, political, and statistical information. Provides more than 84,000 cross-reference links. Provides integrated subject category sorting. The Columbia Electronic Encyclopedia is unmatched in scope, completeness, currency, and for its reputation for accuracy and authority.
- Funk & Wagnalls New World Encyclopedia: Database provides over 25,000 encyclopedic entries covering a variety of subject areas. Full-text for each record is easily accessed from the topic displays. The database contains various images and offers brief biographies. Database is updated annually.
- MAS Ultra - School Edition: Database provides full-text for more than 700 popular general interest and current events publications. Information for key magazines

dates back to 1975. Also provides more than 500 full-text pamphlets, 542 full-text reference books, 84,074 biographies, 86,135 primary source documents, and an Image Collection of 107,135 photographs, maps, and flags. Database is updated daily.

- Military & Government Collection: Provides cover-to-cover full-text for nearly 400 journals and periodicals. Provides indexing and abstracts for more than 500 titles. Offers current news pertaining to all branches of the military and government. Database offers a thorough collection of periodicals, academic journals, and other pertinent content.

- EBSCO Animals: EBSCO's Encyclopedia of Animals offers in-depth information on a variety of topics relating to animals. Database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals. Within some of the full text, image links are available for the Windows client.

- Primary Search: Provides full-text for more than 60 popular magazines for elementary school research. All full-text articles included in database are assigned reading level indicator (Lexiles), and full-text information dates back to 1990. Database is updated daily.

3. Number of professional periodicals subscribed to:

The students do have the availability to the Virtual Library for full text periodicals and 14 other paper periodicals.

4. Other library facilities in close geographical proximity for student access:

The local libraries include, Indianapolis Public Library, Indiana University-Perdue University Indianapolis Library, Carmel Public Library, and Hamilton County Public Library.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____ **Full-time:** _____ **Part-time:** _____

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

Faculty Information

The faculty for this program have not been hired. The start date of this program is September 4, 2007. The College will send the Instructor Qualification Record for each faculty member upon hiring to the Commission.

The qualifications of the faculty upon hiring will be as follows:

- 100% of our faculty that teach 300/400 level courses will hold Master's degrees or higher.
- 50% of our faculty that teach 100/200 level courses will hold Master's degrees or higher.
- All remaining courses will be taught by faculty that hold a Bachelor's degree or higher.

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DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution National College - Indianapolis
Name of Program Bachelor of Business Administration - Management
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BBA
Name of Person Preparing this Form Rebekah Custer
Telephone Number 540-444-4109 Application Type
Date the Form was Prepared 4/28/07 - Revised ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The management degree program offers an extensive curriculum that spans everything from organizing a business and understanding employee behavior to managing the overall operations of a company. Other areas of study include the art of decision making and effective planning.

In addition to the principal course of study, students in this program will receive a background in computers, business organization, business law and human resource management.

This program gives the graduate the training that is needed to take the first step into a mid-level position, as well as the background necessary to grow professionally.

In keeping with its mission, the College continues to research and develop new curricula that lead to successful careers in existing and developing career fields. For this reason, the Bachelor of Business Administration - Management program will take students beyond the "broad competency in a field of specialization" to a higher skill level in administration and management which is increasingly expected by employers in the of business and industry. The program will enable students to meet success in positions of service and leadership in an expanding job market.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Business Administration - Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒

Semester Hours ☐Clock Hours ☐

LENGTH OF PROGRAM: 165 weeks TUITION: \$36,360

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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BUS121	Principles of Economics	44
BUS123	Practical Law	44
BUS125	Principles of Management	44
BUS217	Organizational Behavior	44
BUS224	Organizational Management and Leadership	44
BUS227	Human Resource Management	44
BUS228	Principles of Marketing	44
BUS350	Managing the Small Business	44
BUS390	Research & Reporting	44
BUS391	Production & Operations Management	44
BUS392	Purchasing & Materials Management	44
BUS420	Project Management	44
BUS495	Strategic Management	44
COM151	The Microsoft Office	55
COM205	Microsoft Access	55
COM210	Microsoft Word	55
COM254	Microsoft Excel	55

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM255	Microsoft PowerPoint	55
ENG225	Written Communications	44
MAT110	Business Math I	44
	<i>SELECT 5 - Minimum of 8 credit hours required from 300-400 level courses.</i>	
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	Elective	44
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Number of Credit/Clock Hrs. in General Courses:	<u>16</u>	/	<u>180</u>	Percentage:	<u>8.9%</u>

If applicable:

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Doc.: degreappform.doc

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